

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0588749**  
POSITION NO: 898455  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: **06/03/14**  
CLOSING DATE: **06/16/14**

**FEE COLLECTOR SUPERVISOR**

DEPARTMENT NAME / WORKSITE: <u>Navajo Parks &amp; Recreation Department/Four Corners Monument/TeecNosPos, AZ</u>		
WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y59A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>25,500.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>12.26</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	DURATION : _____

**DUTIES AND RESPONSIBILITIES:**

Plans, supervises and coordinates the daily fee collection operations including preparation and maintenance of cash records and reports; schedules, assigns and evaluates work of assigned staff; provides technical and policy direction; verifies shift reports of money collected and all machine transactions using journal and receipt tapes and register of voided transactions; prepares bank deposits for funds collected; reconciles cash receivable documents for accuracy and completeness as required for posting and processing. Provides information to patrons regarding pertinent rules, policies and procedures related to cash and related Interview, hires, and oversees training of fee collectors; prepares required reports; may perform duties such as collecting fees and disseminating information on all Navajo Tribal Parks. Provides Customer services; issues hiking and camping permits; and assist with preparation and submit monthly, quarterly reports; prepare and submit tribal park monthly visitation and revenues.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years of bookkeeping and accounting experience, one (1) of which must have been in a lead or supervisory role.

**Preferred Qualifications:**

- Associate's degree in Accounting, Business Administration.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of general cash and financial administration principles and practices including automated accounting systems; Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing park fee collection. Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques. Skill in operating and developing computer database and spreadsheet files. Skill in reviewing and analyzing a variety of accounting records and reports necessary to document to receipt of funds in government setting. Skill in establishing cooperative work relationships with those contact in the course of work. Work involves a minimum of physical effort in an office setting.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**